



Community Development Block Grant Program

or

HOME Investment Partnerships Program

or

City General Funds

APPLICATION FOR FUNDING

**NON-CONSTRUCTION
PROGRAMS**

For

Fiscal Years 2010-2012

SUBMISSION REQUIREMENTS

Deadline for receipt of the application by the City of Wilmington is 5 p.m., Wednesday, February 3, 2010. The application must include one ORIGINAL, plus SIX COPIES, punched with three holes. NO NOTEBOOKS OR BINDERS. Fasten each copy with a paper clip or other fastening that can be easily undone. Also, please submit a CD ROM with an electronic copy of the completed application.

Faxes are not acceptable. The application may be mailed or hand delivered to:

City of Wilmington
Community Development Division
Post Office Box 1810
305 Chestnut Street, Second Floor
Wilmington NC 28402-1810
910-341-7836
Attn: Jennifer Shiels

Applications should start at Page 1 (Application Information). Do **not** include a cover letter or the instruction pages; all covers will be discarded. Narrative responses should be limited to 25 words or less (unless otherwise indicated), in a typeface no smaller than 11-point. Additional printed documentation, photographs and maps may be placed immediately behind to clarify the program description, experience of the applicant, etc. The required attachments, listed on the "Checklist and Required Signatures," should be attached at the back of the document in the order listed. No other attachments should be included.

Please read all questions and instructions carefully. **The care that goes into accurately and informatively completing this application is an indication of your agency's ability to manage the complexities of CDBG and HOME program requirements.**

Invalid Applications: Applications may be rejected without evaluation for the following reasons:

- Application is submitted past deadline.
- Program is not clearly eligible according to CDBG, HOME or City regulations.
- Applicant has demonstrated poor past performance in carrying out CDBG- or HOME-funded programs, or complying with federal regulations.
- Applicant fails to provide audited financial statements or other required information.

The City may request clarification or additional information from the applicant at any point during the application process. Staff in the City's Community Development Division will be happy to answer questions about the CDBG and HOME programs and the application process, but staff cannot help write applications or offer comments on drafts. (Tel. 910-341-7836; TTY 910-341-7873), e-mail: suzanne.rogers@wilmingtonnc.gov.

Applicants should understand that this is a competitive application process for limited funding. There will be applications for programs that satisfy many of the evaluation criteria but are not funded. Successful applications may be funded for less than the amount requested. Agencies selected for funding by CDBG or HOME will be included in the draft Action Plan for FY 2010-11, available to the public April 2, 2010. Copies may be obtained at the Community Development Office, Second Floor, 305 Chestnut Street. Agencies recommended for funding through the General Fund will be included in the City's draft budget, available in May 2010 for the City's Public Hearing.

GENERAL INSTRUCTIONS

Which Form? This is an application for Community Development Block Grant (CDBG), HOME or General Funds, for **non-construction programs** that address:

- Public Services
- Homeownership Assistance
- Economic Development Activities

CDBG, HOME This is not a simple question, since the programs do overlap.

Or General Funds? Here are some guidelines:

- All assistance is limited to activities within the City of Wilmington
- Non-Housing programs are funded with CDBG or General Funds only
- **New** housing construction is funded with HOME funds only

City staff will decide which funding source is most appropriate for your project.

Grant Period The funding period starts **July 1, 2010, and ends June 30, 2011**. Costs incurred before July 1, 2010, **CANNOT** be reimbursed.

Special Conditions Applicants receiving funding in excess of \$10,000 are required to obtain an annual certified audit. This audit must be conducted by a Certified Public Accountant (CPA) in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). **All** applicants **must** submit a financial review in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). All audits and reviews must be submitted to the City within **90** days after the applicant's budget year end.

Program Evaluation & Funds Allocation Applications will be evaluated by a review team and assigned scores according to criteria based on the priorities in the Five-Year Consolidated Plan for 2007-12 and the City's Strategic Focus Areas, the feasibility of the program and the capacity of the agency to carry complete the project. Copies of the City plans are available on request.

Applicants will be given an opportunity to discuss their applications with the review team. Such interviews will be limited to **20-minute** segments. Applicants must indicate their desire for an interview on the "Checklist" attached to the application.

Applications that are extensively incomplete, inaccurate or lack required signatures will receive minus 25 points. In addition, agencies with poor performance over the past two years will receive minus 25 points.

After the initial evaluation, City staff will present their allocation recommendations to the City Manager, subsequently, to the City Council in the form of an Action Plan for the CDBG and HOME programs, and budget proposals for General Fund recipients. In addition, the City will seek citizen input on the Plan through public hearings. The planning schedule is on page VI.

Joint Applications:

An additional 25 points will be awarded for joint applications between two or more agencies. One of the agencies must be considered the lead or "applicant" agency. All agencies involved must supply all the requested agency information. A "pass through" application is not a joint application. Joint applications must describe the benefit or impact achieved by partnering beyond what either agency could achieve without the collaboration.

HOME and CDBG Recipients must be:

- Nonprofit agencies with a 501(c)(3) tax exemption notice from the IRS.
- CDBG and HOME recipients **MUST** be able to demonstrate that they meet a National Objective according to CFR 24 570.208. Copies of the National Objectives are available on request.
- **All applicants** must demonstrate a track record of continuous and active operation as a nonprofit for at least two years.

In addition, HOME Recipients must be:

- Nonprofit agencies with at least two years experience providing affordable housing to low- and moderate-income families; or
- Nonprofit agencies recognized by the Wilmington City Council as Community Housing Development Organizations (CHDO's).

Income Eligibility

All CDBG and HOME programs must benefit persons with household income below 80 percent of area median income adjusted for family size (see table on Page VI). Documentation of your client's income is **essential** for all recipients. Failure to document client income will result in loss of funding. **New applicants may seek advice on eligibility from City Community Development staff at 910-341-7836, before preparing their application.**

Local Priorities

Wilmington's Five-Year Consolidated Plan for 2007-2012 has established performance targets for CDBG and HOME assistance. Copies of the Consolidated Plan are available on the City's website at <http://www.wilmingtonnc.gov/community/development>.

Consolidated Plan Priorities

Provide affordable rental housing for those living in poverty

Increase the stock of affordable housing by investing in new construction and rehabilitation

Provide supportive permanent housing for extremely low and low income people, including those with special needs

Foster affordable workforce housing

Support affordable homeownership

Preserve long-term affordability of housing stock

Provide for outreach, assessment and appropriate supportive services to homeless

Provide emergency shelter

Provide transitional housing for homeless

Focus on revitalizing neighborhoods and providing services to residents

City of Wilmington Focus Areas

In addition, the City of Wilmington has established the following Focus Areas:

- **Vibrant Economy:** A vibrant economy is essential to the on-going economic well being of citizens, businesses, arts and culture organizations, and public and private institutions within the city and region. The City seeks to use limited public resources to leverage public and private investments in the local economy.
- **Efficient Transportation Systems:** A safe and efficient transportation network accessing and linking all parts of the City is vital to the quality of life, viability of business and commerce, and growth of the City. The City works, in cooperation with other providers, to plan and maintain a transportation system that supports motorized, non-motorized, public, and pedestrian travel, and provides residents, workers and citizens with practical options to meet their transportation needs.
- **Safe Community:** Feeling safe and secure are fundamental to the quality of life and well being of citizens and visitors to the city of Wilmington. The City provides for the Public Safety with Fire and Police emergency response, law enforcement, and education and prevention services. The City, in cooperation with other agencies, institutions, and citizens, works to continuously improve safety and security in neighborhoods, commercial areas, and on the roadways.
- **Thriving Neighborhoods:** Clean, safe, attractive, diverse, and convenient neighborhoods make for a flourishing community. The City supports neighborhoods that include a mix of residential, commercial, community, recreational, and open space where residents can enjoy the benefits of living in the city of Wilmington and share in its opportunities for success.
- **Collaborative Communications:** Sharing information and ideas is critical for effective governance and management. Citizens look to the City for accurate and timely information on issues of concern. The City facilitates internal and external communication through a variety of means, including, but not limited to, newsletter, website, G-TV, local media, employee outreach, and meetings. To provide the highest quality service and provide for the needs of citizens the City fosters a culture of teamwork and communication between and among employees, and with elected officials.
- **Engaged Legislative Efforts:** Local municipal governments, including the City of Wilmington, operate in accordance with State, Federal, and County regulations and laws. It is necessary to effectively convey to elected officials at all levels the implications and impacts of proposed legislation on the City and ultimately on the quality of life for its citizens.

Performance Management

HUD has implemented a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for HUD programs and enables grantees to capture program accomplishments and trends. When completing the "***Performance Management***" section, please select one objective and one outcome to produce what HUD describes as an outcome statement. This outcome statement should be supported by your work plan activities, and measures of indicators of success.

Work Plan with Performance Measures

Use the "Work Plan Development Worksheet" to show the activities you will conduct to achieve your goal/outcome. The worksheet may be used as part of your quarterly report to the City.

Schedule for CDBG, HOME, General Fund Planning for 2009-2010

Timeline	Activity/ Deadline
November 13, 2009	RFP/Applications Distributed and Advertised.
November 13, 2009 – February 15, 2010	Public Comment Period for use of CDBG and HOME funds
December 11, 2009 (Friday)	Mandatory Applicant Workshop
February 3, 2010 (Wednesday) 5:00 pm	Application Deadline
March 1-5, 2010	Application Review/Site Visits
April 2, 2010	Draft Annual Action Plan published for public comment (30 days). Advertise Public Hearing
April 20, 2010 (Tuesday)	Wilmington City Council Public Hearing on draft plan
May 11, 2010 (Tuesday)	City Council Approve final Annual Action Plan
May 2010	Wilmington City Council: Public Hearing on General Fund
June 2010	Wilmington City Council: Approval of City Budget 2008-09